



**TOWN OF SUFFIELD, CONNECTICUT
PUBLIC SAFETY
DISPATCHER**



Posted: 03/29/2019

Application Period Ends: 04/30/2019

APPLICATIONS CAN BE MADE ONLINE TO: WWW.POLICEAPP.COM

The Town of Suffield is seeking interested applicants to apply for the position of part time **certified** Public Safety Dispatcher. The starting wage is \$19.63 per hour.

GENERAL STATEMENT OF DUTIES

Provide dispatch and communication support services for police, fire, ambulance services and general Town departments. Act as first point of contact for emergency and non-emergency calls. Perform various administrative duties; deal with general public and law enforcement officials. Perform related work assignments as required.

SUPERVISION RECEIVED

Works under the immediate supervision of the Chief of Police or his authorized agent(s) as delegated.

SUPERVISION EXERCISED

None

EXAMPLES OF DUTIES

Receive and respond to a variety of emergency and non-emergency services and complaints over radio, telephone, computer and teletype; determine and assign the level of priority of call and enters data into a computer aided system; ask vital questions and provide pre-arrival instructions for emergency medical calls; monitor and operate radio console and computer equipment; dispatch and coordinate the responses of public safety from general public, other law enforcement agencies, fire services and ambulance services; transmit instructions and information to police cruisers, fire trucks, and other town equipment; monitor and respond to a variety of automatic alarms of fires and burglaries; keep records of the nature of messages and broadcasts received; make clerical entries, indexing, filing and perform related work as required.

MINIMUM QUALIFICATIONS

Applicant must be NCIC/COLLECT certified; EMD certified and have previously completed telecommunications certification. The applicant must be able to communicate effectively through clear speech and hearing. Deal with the public in a positive and professional manner. Ability to respond quickly and calmly to emergency and stressful situations. Ability to use logic and reasoning to reach conclusions and approaches to problems. Must be organized and adept at multi-tasking, following written and oral instructions, ability to write clearly and spell correctly, have clerical aptitude to keep accurate and organized records. Ability to operate computers and telecommunications systems including; teletype operations and procedures. Must pass pre-employment process, six month probationary period.

PHYSICAL REQUIREMENTS

Applicants must have reached their eighteenth birthday; must have agility and endurance, undergo a background investigation that meets all local, state and federal requirements as well as a psychological examination, drug screening, and all physical examinations, which may include both a vision and hearing test.

CITIZENSHIP AND CHARACTER

Candidates must have authorization to work in the United States, be of good moral character with no record of dishonorable discharge from any police or fire department or from the armed forces of the United States and no record of conviction for repetitive motor vehicle violations, misdemeanor offense or conviction of a serious misdemeanor involving moral turpitude or conviction of a felony.

The Town of Suffield is an equal opportunity employer m/f/d/v

** The above posting is intended as a guide and is not a complete description of the position or process.*